

INDUSTRIAL INSURANCE DRYWALL REPORTING - WAC 296-17-35203

Premiums for drywall work are based on the amount of material processed.

- Keep a record of each location or project you work at each quarter and the total square
- footage of material processed there.

There are five classes for different phases of drywall work:

- Stocking - putting material in different rooms.
- Installation
- Taping
- Texturing/priming
- Scrapping - picking up scrap material

If workers perform any work in a phase all square footage for the project is reportable to that phase. You can make deductions from the total square footage to compute reportable square footage for two reasons only:

- If some work was performed by a legitimate subcontractor, or
- If the owner performs some work and submits an owner deduction report.

WHAT RECORDS ARE YOU REQUIRED TO KEEP?

For each worker, keep a record of their:

- Name & SSN. and
- The dates they began and ceased working for you

For each pay period, keep these payroll records:

- Each worker's pay basis (hourly, piecework).
- Amount of square footage processed (for workers paid piecework).
- The risk class or classes in which the worker worked.
- Total gross pay.
- Amounts withheld from pay and the purpose of each, and
- Net pay.

If you subcontract any work, keep a record of:

- Contractor name
- Their contractor registration number and expiration date, and
- Their UBI number or L&I account number

If you provide materials to the subcontractor, you must also record the:

- Amount of material supplied
- Project name or location
- Date(s) material was supplied and the completion date of the work

This card is intended as a Quick Reference Guide. We make every effort to ensure that it is correct. When using this card, please understand it is not intended to replace Department of Labor and Industries or insured's policies, procedures, RCW's or WAC's in their entirety. If you have any questions, please contact your local Labor & Industries service location.